

Career Opportunity



November 9, 2015

- Do you want to make a positive, significant difference in the lives of citizens in communities throughout California?
- Do you want to directly improve the lives of citizens in the State of California through the implementation of vital environmental restoration projects?

Then the California Conservation Corps (CCC) has the job for you!

The CCC is a dynamic organization committed to developing young men and women by challenging them to complete a year of public service and conservation-related work. Employees of the CCC are leaders who inspire, educate and challenge young people to further their educational and professional goals.

If you are looking to work for a state department that demands excellence, inspires staff to do their best and protects and enhances the state's environment, we invite you to apply for a position with the California Conservation Corps, the finest youth Environmental Restoration, Education, Workforce Development program in the world.

STAFF SERVICES MANAGER II (MANAGERIAL) FULL TIME / PERMANENT

SALARY

\$6,453 - \$7,331

QUESTIONS ABOUT THE JOB

VIRGINIA CLARK

(916) 341-3147

OR VISIT OUR WEBSITE

WWW.CCC.CA.GOV

FINAL FILING DATE

NOVEMBER 20, 2015

POSITION LOCATION

FORTUNA

SEND APPLICATION TO

CALIFORNIA CONSERVATION CORPS

CIVIL SERVICE RECRUITMENT DESK

1719 24TH STREET

SACRAMENTO, CA 95816

RPA #16-1106

SUPPLEMENTAL QUESTIONNAIRE – REQUIRED

In addition to your standard State Application (Form Std. 678) you must submit a prepared written response to the following supplemental questions:

Your responses to the Supplemental Questions below are a required component of the application process. Responses to all questions shall not be more than two (back to back) pages and no smaller than font 12, single spaced. The responses must clearly state your professional experience relevant to the duties identified below and length of the experience.

1. Please describe your experience in youth leadership development.
2. Describe your knowledge of, and experience with, developing and implementing policies to facilitate program policy, particularly in a residential program.
3. Describe an experience you have had that demonstrates your ability to analyze complex programs and recommend an effective course of action.
4. What do you believe are the most critical issues or challenges facing the young men and women (ages 18-25) of California today that the CCC addresses?

Duties: Under the general supervision of the Region 1 Deputy, the District Director is responsible for planning for and managing all aspects of Fortuna Center. In addition the District Director is responsible for the administration of the AmeriCorps Backcountry Trails Program and the Watershed Stewards Program. The District Director is responsible for implementing the mission of the department using clearly defined goals and objectives. That mission is to train young people to

become productive and employable citizens through hard work in environmental conservation, fire protection, and emergency services. The District Director adheres to and manages from the policies, regulations, and guidelines of the department, control agencies, and state and federal law, and maintains current knowledge of these directives. Additionally, the District Director manages in a systematic and purposeful manner with a focus on results; works through the chain of command; works closely with other CCC entities and managers; maintains high standards; leads by example; develops and fosters a working environment that is consistent with the mission of the department; and plays a significant role in the professional development of staff and corpsmembers.

OPERATIONS: Develop detailed plans for implementing and carrying out the CCC's programs and the administrative activities of the Center. Ensure that the plans are carried out. Ensure all Center activities are carried out in compliance with appropriate statutes, regulations, policies, and procedures. Plan corpsmember training and work projects on a long-term, regional basis. Assess the Center's corpsmember recruitment needs, evaluate the retention rate and make adjustments and/or recommendations for improvement as needed. Manage and control reimbursement projects pursuant to statutory, regulatory, and contract requirements. Manage the inventory and maintenance of Center equipment, vehicles, and physical plant. Manage the maintenance of Center grounds and buildings to include the analysis, development and presentation of Center requests for improvements and/or capital outlay. Plan and manage Center purchasing to fulfill training, work plans and program needs. Manage the recording, analysis, and presentation of Center productivity, focusing on corpsmember and staff achievements and the results of work projects. Manage all third-party vendor work. Promote the CCC and corpsmembers for working relationships and employment opportunities to the local population and businesses, other state agencies, local media, local governments, and local Legislative staff.

PERSONNEL: Manage staff to work toward the common goals of the Center. Provide direction, guidance, assistance, and appropriate tools and training to staff and corpsmembers. Ensure all staff and corpsmembers receive appropriate orientation and training regarding state and department policies and procedures. Determine staff training and development needs and coordinate with the department's training unit within the personnel branch to prepare plans to meet the needs identified. Ensure that the plans are implemented. Monitor and evaluate staff performance using clear objectives, regular appraisals, and the progressive disciplinary process to improve performance where unsatisfactory performance in staff is identified. Take appropriate personnel action. Work with the department's personnel office to ensure the Centers adherence to department personnel and management policies, and state and federal workplace law. Work with the department's personnel and legal offices to investigate and respond to corpsmember and staff personnel actions. Manage, reconcile and control personnel transactions to adhere to budgeted position and funding authorities.

FISCAL: Develop annual budgets and monitor revenues and expenditures. Manage and control Center costs and ensure costs are aligned with staff and corpsmember levels, the fulfillment of training and work plans, and other specified spending limits. Manage the collection, analysis, and presentation of Center financial information for district and department reports, including mid-year and year-end fiscal projections, monthly revenue projections, and monthly expenditure forecasting. Request, justify and defend any revisions to realign or modify budget allocations based on training and work plan needs or enhancements. Oversee procurement and contracting activities, including managing and controlling delegated purchase authority for goods and services in accordance with budget authority and State mandates; and monitoring and managing contracts, CalCard, Voyager, and other State purchasing programs.

CORPSMEMBER DEVELOPMENT: Ensure that corpsmembers are provided a safe and positive working and living environment. Ensure that requirements are met in all program areas, including skills training, education, career development, counseling, post-corps transition, health and safety, security, and recreation. Emphasize the importance of service activities and ensure that adequate opportunities are provided for corpsmembers to serve their community.

Travel to Center worksites, CCC Headquarters, and other locations. Assist in the formulation of, and make recommendations regarding, department and district goals, objectives, policies, and procedures.

Who May Apply: Applicants currently at the Staff Services Manager II (Managerial) level, or those who have eligibility for appointment or transfer to this classification.

Please indicate RPA # 16-1106 in the job title section of your State application.